

PERFORMANCE REPORTS

Overview

The ACMS Employee Reports will provide the ability to review performance related reporting and analysis of the ACMS data, in particular ability to review time to reconcile, open items etc

Target Users

Users for the Status of funds will be from managers to field personnel. They will be able to ACMS Administrators, Budget analysts and managers wanted to review performance related data in terms of open items, tasks etc.

Report Limits

The Following are the default limits that will be presented via the Reports when entering Performance Reports

NAME	DESCRIPTION
Division	Division List
User Name	Name of ACMS user reconciling items/creating items
ORGN	Organization list (ORGN)
Fiscal Year	Fiscal Year of spending

Performance Reports

The following reports will be provided by the system, these are standard reports that users will be able to print by exporting to excel or exporting to PDF.

Report Name	Description	Groupings	Fields
Un-reconciled Items (Ageing Report)	Ability to Filter down and review open items in regards to un-reconciled ledger items. Show the age of un-reconciled items	Division, User Id	Fund, Division, Program, BOC, Transaction Date, Age (date since creation)
Reconciled Items (aging Report)	Provide report on all reconciled items, time to complete, # by division	Division,	Fund, Division, Program, BOC, Transaction Date, Age, Complete Count, User ID

Performance Pivots and Charts

Pivot Name	Description	Drill Path	Fields
Reconciled Items Pivot	Pivot of all reconciled items with corresponding aging columns	No Drill Path at this time	Fund, Division, Program, BOC, Transaction Date, Age, Complete Count, User ID
Un-Reconciled Items Pivot	Pivot of all un-reconciled items with corresponding aging columns	No Drill Path at this time	Fund, Division, Program, BOC, Transaction Date, Age, Complete Count, User ID